



## CHA CTEC

Charlton Heston Academy seeks candidates for the following positions to for the new CHA Career and Technical Education Center:

- Instructor of Cosmetology and/or Nail Technician
- Instructor of Technology and Video Gaming
- Instructor of Construction Trades Programs
- Instructor of Welding
- Instructor of Automotive Technology
- Instructor of Public Safety/Fire Safety

### Career and Technical Education (CTE) Instructor Job Description

<b>Title:</b>	CTE Instructor
<b>Qualifications:</b>	Bachelor Degree with current Teacher Vocational Certification <b>OR</b> Meet the 4000 hours of recent and relevant work experience requirements for Annual Vocational Authorization to teach the assigned curriculum.
<b>Reports To:</b>	Dean of Instruction-Upper School
<b>Employment Period:</b>	Part-time or full time (12-month) candidates will be considered To begin no later than August 23, 2021
<b>Wages:</b>	TBD based on applicant's level of education/expertise.

#### Essential Job Functions:

##### 1. Critical Skills/Expertise:

- Must maintain current certification and licensure.
- Must pass a criminal background check.
- Must maintain classroom supplies, inventory, and equipment to support progressive learning environment.
- Must maintain program related business partnership in community including establishment of an Advisory Board. Must conduct at least two advisory board meetings per school year.
- Will maintain skills through professional development in field of expertise.
- Must maintain articulation agreements aligning with post-secondary institutions and cooperative education partners
- Will direct para-professional activities if required.
- Will maintain a cooperative, harmonious relationship with professionals and others within the school setting, which fosters recognition and respect for every individual.

##### 2. Performance:

- Will develop course syllabus.
- Will develop, follow, and effectively adjust lesson plans.
- Will develop goals associated with lesson planning.
- Will maintain awareness of basic Office of Career and Technical Education (OCTE) composition of all segments and integrate additional strategies as required to meet program goals.
- Will monitor GAP Analyses and update teaching strategies to include the elements of the career cluster foundation/pathway, CTE technical skills standards, and the career and employability skills standards.
- Will maintain CIP Self Review files and all related audit documentation.
- Will assist students in meeting or exceeding Core Performance Indicators (CPI).
- Will assist in the integration of core academics in CTE curriculum.
- Assessment process:
  - Will develop and administer Pre & Post Tests.
  - Will administer CTE specific testing.

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*Teamwork*

*Excellence*

*Love*

*Grit*



- Will meet OCTE/MDE requirements.
  - Will meet Federal Perkins requirements.
- 3. CTE Auditing:**
- Will comply with OCTE Technical Review Assistance and Compliance (TRAC) requirements.
- 4. Student Population:**
- Will maintain a gradebook and associated record keeping requirements.
  - Will keep accurate attendance records.
  - Will maintain classroom management system that reinforces the goals and objectives of the program in safe environment conducive for learning.
  - Will maintain effective communication with parents, LEA's regarding student progress.
  - Will possess knowledge of accommodations and ability to adjust lesson plans to meet the needs of special populations.
  - Must understand and implement the current policies and procedures described in the CH Parent/Student Handbook
- 5. Health and Safety:**
- Will possess knowledge of common safety hazards and necessary safety precautions for self and others, sufficient enough to be able to establish a safe work environment.
  - Will possess the ability to utilize and/or teach the principals of safety and to perform skills protecting the health and safety of self, students and co-workers.
  - This position is considered "at risk" for bloodborne pathogens. An awareness of potential risk and good practice in relation to "infection control" is necessary.
  - This position may be exposed to hazardous materials found in a work environment. This position must be educated in Michigan Right-to-Know law and its practices.
  - "Safe Schools" training must be completed before entering the classroom.
  - Will comply with the State Eye Protective Statute.
  - Will comply with work based learning guidelines including completion and submission of all required paperwork in a timely manner.
  - Will comply with all local, State and Federal reporting requirements e.g., sexual harassment, bullying, abuse, student injury reporting, etc.
- 6. Working Conditions:**
- Standing, stooping, bending, lifting, walking and driving are required.
  - Work is varied in nature, requires accuracy, flexibility, dependability, sound judgement and attention to detail.
- 7. Non-Essential Job Functions:**
- Perform other duties as assigned by the Instructional Dean.

If you are interested, please forward your resume to David Patterson at [dpatterson@charltonhestonacademy.com](mailto:dpatterson@charltonhestonacademy.com)

Resumes will be received until the positions are filled

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